

App. F. IX-4

Previous References

Pt 52-21-1

PM 21-34 (17, 28)

Later References.

Pt 2-35 & 134-135.

65-35-3.

1934.5

(J. O. P.)

File No 85-34

Serial Nos. 1-4

P=16

Revenue

## GENERAL AND REVENUE SECRETARIAT.

Serial Nos.

four

Part B for mag 35-

### SUBJECT.

Printing of forms required by S. O. factory  
in the Govt. Press.

27600-90-2, 28.5.55.

to the S. O.

WD 01965-GPB-15,000-7-7-54

Compd.

updt g. h

Sanction the proposals of

Dr S. O. 12

12

3385  
D

Printy Supply of form:

277

General and Revenue  
Secretariat

File No. PM 21 of 1934

[App. F. III—

Serial  
No.  
49

From the Director of Landol at Fats  
no 2529 of 31.12.34 in music  
forwards a list of particulars &  
quantity of forms in use & the  
printed in the Govt Press for use in his  
Office.

Subd. The work of standardisation  
of forms is a matter which dealt with  
in the Administrative section of the Govt.  
This may, if appd, be transferred to  
the Secy Branch, if appd.

HM.CB  
12/1/35 To Secy Branch  
(with compliments)

Flag 'y'  
(PIS 21-34-28)

The Director Govt was asked in this Office letter of 5.12.1934  
to standardise the forms of his dept and to obtain  
approval of Govt therefor in the Administrative Sect.

The Director has now sent certain samples of the forms  
required for use in the dept and solicits approval for  
getting them printed in the Govt press.

Subd  
CPB  
for  
Commet.  
no  
7/2

The Report of Shashinerey may perhaps be

2/3  
12/2  
Issue  
12/1

Drawn  
by  
CPB  
12/2



printing of forms required by the Sot  
in the Govt press.

4754

File No.

of 193

General and Revenue  
Secretariat

To  
The Supdt. Govt. printing  
5564 D. 18.2.35

Calls for his opinion in regard to the supply of forms  
for use in Sot.

From  
The Supdt. Govt. printing  
73472 D. 20.3.35

6368

2.5/4/35

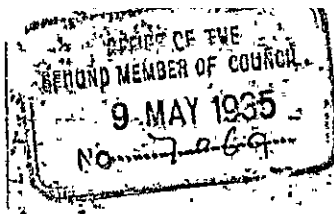
States in the circumstances explained that the  
forms required for the use of the Sot may be  
printed at Govt press on condition that the department  
pay for forms and that it does not appear to be  
necessary to supply the forms free.

Submitted for orders with references.

The proposals of Mr. Supdt.  
Govt. Printing are approved.

Dr. S.

enclosure)

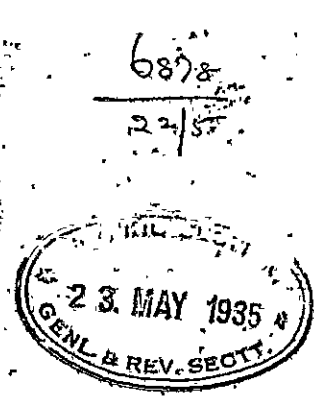


1/11  
1.5/5  
26/5

Dr. S. S. S.  
14.2.1935

For app.  
24/5

Issue  
22/5



General and Revenue  
Secretariat

507 File No. 85 of 1934

[App. F. III-2]

Serial  
No.

4

S. 7688-90 A 28.5.35

To The Supdt. Govt. Printing

" Dir. S.O. 7

" Comptroller

Approves of the proposals of the Supdt.  
Govt. Printing.

REVENUE SECRETARIAT

14 JUNE 1935

REVENUE BRANCH

10-6-35

156 3  
Tel. Address:—"Sandal Bangalore"

S.O-7.85-34-1.

2975

SANDALWOOD OIL FACTORY

Bangalore, 28th December 1934.

31

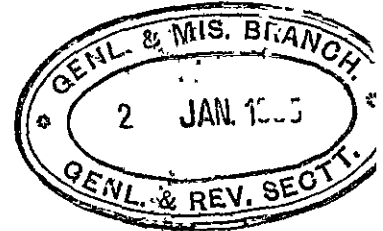
No. 2529

FROM

A. V. RAMANATHAN, Esq., B.A.,

DIRECTOR, SANDALWOOD OIL FACTORY IN MYSORE,

BANGALORE.



To

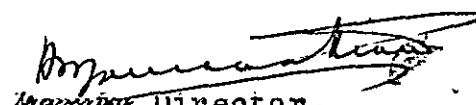
The Secretary to the Government  
of Mysore,  
Development Department,  
BANGALORE.

Sir,

With reference to your letter No. G.5001/F & S.21-34-38 dated 5th December 1934, I have the honour to forward herewith a list containing the particulars and quantity of forms that are in use and to be got printed in the Government Press. The sample copies of these forms are also sent herewith for ready reference.

I request that orders of Government may kindly be obtained to have these forms printed in the Government Press.

I have the honour to be  
Sir,  
Your most obedient servant,

  
Director.

TR/PT.

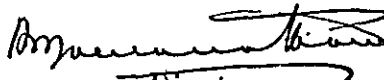
List of printed forms, etc., required  
by the Sandalwood Oil Factory,  
for one year.

---

| No.   | Description.                                                       | ... | Qty. reqd. per annum.      |
|-------|--------------------------------------------------------------------|-----|----------------------------|
| 1.    | Letter-heads - Mysore Factory. Foolscap-size.                      |     | 300                        |
| 2.    | Continuation sheets. " "                                           |     | 100                        |
| 3.    | Letter-heads - Bangalore Office. " "                               |     | 500                        |
| 4.    | Continuation-sheets. " "                                           |     | 200                        |
| 5.    | Red Seal letter-heads - Mysore Factory. Quarto-size.               |     | 1000                       |
| 6.    | Continuation-sheets. " "                                           |     | 500                        |
| - 7.  | Red Seal letter-heads - " (for air-mail) " "                       |     | 500                        |
| 8.    | Continuation-sheets. " " " "                                       |     | 200                        |
| 9.    | Red seal letter-heads - Bangalore Office. " "                      |     | 1000                       |
| 10.   | Continuation-sheets. " " " "                                       |     | 250                        |
| 11.   | Red seal letter-heads - " (For air-mail) " "                       |     | 1000                       |
| 12.   | Continuation--sheets. " " " "                                      |     | 300                        |
| 13.   | Plain letter-heads - Mysore Factory. " "                           |     | 3000                       |
| 14.   | Continuation-sheets. " " "                                         |     | 500                        |
| 15.   | Plain letter-heads.- Bangalore Office. " "                         |     | 4000                       |
| 16.   | Continuation-sheets. " " "                                         |     | 500                        |
| 17.   | Letter-heads. Mysore Factory. Octavo size.                         |     | 1500                       |
| 17(a) | Small letterheads.                                                 |     | 2000                       |
| 18.   | Memo forms with address - Mysore Factory.                          |     | 2000                       |
| 19.   | -do- Bangalore Office.                                             |     | 2000                       |
| 20.   | Office-note forms. ...                                             |     | 500                        |
| 21.   | Acknowledgment cards. ...                                          |     | 500                        |
| 22.   | Confirmation of telegrams and telephone messages.                  |     | 500                        |
| 23.   | Advice of despatch of Sandalwood Oil.                              |     | 6 pads of 100 pages each.  |
| 24.   | -do- Duplicate in cream colour.                                    |     | 6 -do-                     |
| 25.   | Letter to Imperial Bank of India, for collection of Demand drafts. |     | 6 pads -do-                |
| 26.   | -do- duplicate on yellow coloured paper.                           |     | 6 -do-                     |
| 27.   | Demand Draft book (to be perforated in the middle)                 |     | 12 books of 50 pages each. |
| 28.   | Letter covering the consignment of S.W. OIL.                       |     | 2 books of 100 pages each. |
| 29.   | -do- duplicate                                                     |     | 2 -do-                     |

| No. | Description.                                                                               | Qty. reqd. per annum.            |
|-----|--------------------------------------------------------------------------------------------|----------------------------------|
| 30. | Statement of Tare & Gross weight of<br>tins. Facing sheet.                                 | 100                              |
| 31. | -do- Contn. sheets.                                                                        | 300                              |
| 32. | Statement of gross weight of cases. Facing-sheets.                                         | 100                              |
| 33. | -do- Continuation-sheets.                                                                  | 300                              |
| 34. | Letter to New India Assurance Co. Original                                                 | 6 pads of<br>100 pages<br>each.  |
| 35. | -do- duplicate.                                                                            | 6 pads -do-                      |
| 36. | Insurance Policy covering letter.                                                          | 64 pads -do-                     |
| 37. | Insurance notice. ...                                                                      | 500                              |
| 38. | Insurance Notize to Collecting Bank.                                                       | 500                              |
| 39. | Analysis certificate B.P. & AmP. standards.                                                | 300                              |
| 40. | -do- J.P. (P.J.v).                                                                         | 100                              |
| 41. | Foreign invoice in triplicate (in three different<br>colours as per samples)               | 200                              |
| 42. | Inland Invoice in triplicate. -do-                                                         | 2000                             |
| 43. | Cash-bill book in duplicate each book to contain<br>100 bills (original to be perforated). | 12 books.                        |
| 44. | Cash-receipt book, containing 100 receipts (sample) As per                                 | 12 "                             |
| 45. | Suppliers bill forms.                                                                      | 200                              |
| 46. | Requisition of payment of bills to Comptroller.                                            | 3 books of<br>100 pages<br>each. |
| 47. | Reminders to suppliers for submission of their bills.                                      | 2 books -do-                     |
| 48. | -do- of vouchers.                                                                          | 2 " -do-                         |
| 49. | Advice to parties to receive cheques.                                                      | 2 " "                            |
| 50. | Cheque covering letters.                                                                   | 6 " "                            |
| 51. | Voucher forms.                                                                             | 5 " "                            |
| 52. | Sandalwood Oil indent book - in triplicate -<br>(Original & duplicate to be perforated)    | 20 " "                           |
| 53. | Paddy-husk receipt book (original to be perforated).                                       | 20 " "                           |
| 54. | Fuel receipt books in duplicate.                                                           | 12 " *                           |
| 55. | Stores order book in triplicate (in 3 colours.)                                            | 6 % "                            |
| 56. | Stores receipt book in triplicate. -do-                                                    | 10 " "                           |
| 57. | Stores indent book.                                                                        | 25 " "                           |
| 58. | Stores analysis sheets.                                                                    | 100.                             |
| 59. | Sandalwood receipt book in duplicate.                                                      | 4 books -do-                     |
| 60. | Stock sheets of Sandalwood.                                                                | 100 forms.                       |

| No.  | Description.                              | Qty required per annum |
|------|-------------------------------------------|------------------------|
| 61   | Cash Order Book each to contain 100 forms | 4 books.               |
| 62   | Adjustment slips as per sample            | 2000                   |
| 63.  | P. F. Advance forms                       | 100                    |
| 64   | Daily Log Reports <del>*</del>            | 1000                   |
| 65   | Shift Board forms                         | 2000                   |
| 66   | Casual Labour forms                       | 50                     |
| 66 A | Overtime Roll forms                       | 50                     |
| 67   | Muster Roll forms                         | 250                    |
| 68   | Three Money-column sheets Demy size       | 100                    |
| 69   | Two -do- -do- Foolscap.                   | 100                    |
| 70   | Thos. Cook Labels.                        | 1000                   |
| 71   | Best & Co. Labels.                        | 500                    |
| 72   | Fragile forms.                            | 2000                   |
| 73   | Sandalwood Oil price list.                |                        |

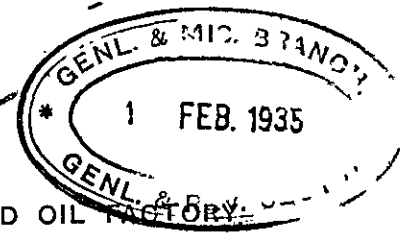
  
Director,  
Sandalwood Oil Factory.  
2

307

3584

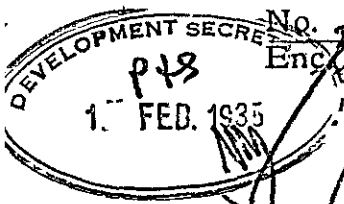
GOVERNMENT OF MYSORE

SANDALWOOD OIL FACTORY



ADDRESS OR TELEGRAMS  
SANDAL  
BANGALORE  
CODE USED: "BENTLEY'S"

Bangalore, 31st January, 1935.



DEVELOPMENT SECRETARIAT

PTB 3-34-123

not traceable

Dear Mr. Venkatanaranappa,

I invite your kind reference to  
this Office letter No. <sup>2350</sup>2850 dated the 17th  
December 1934, requesting for sanction of  
Government for the supply of Stationery -  
Articles as shown in the statement enclosed  
therewith.

As much inconvenience is felt for  
want of the Stationery Articles, I request  
you kindly to obtain very early sanction of  
Government.

Yours sincerely,

M. Venkatanaranappa Esq., B.A.,  
Secretary to the Government  
of Mysore,  
Development Department,  
BANGALORE.

TR/PT.

SUBJECT \_\_\_\_\_

6

Diary No. of letter replied to \_\_\_\_\_

General and Revenue Secretariat.

( )  
the 193 .

Date of issue

18/2/35

Signed by

The N. C. S. S.

List of enclosures \_\_\_\_\_

Copied by \_\_\_\_\_

Examined by \_\_\_\_\_

Section. 5-0-7.

File No. 83-34

Serial No. 2

No.

To

P 3584/5  
Rep. St.  
The Encl.

Gott printing.

Sir.

I am directed to forward herewith for favour of opinion copy of a letter No 2529 of 31.12.34 received from together with its enclosures from the Director 507 in regard to the supply of forms for use in the Dept.

I have en

18/2

For Secy to Gov

Sd/-

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

General and Revenue Secretariat

No. D 5566/E Dated, Bangalore, 14th February 1935.

From

The Secretary to the Government of His Highness the Maharaja of Mysore,  
Development Department.

To

The Superintendent,

Government Printing, Bangalore.

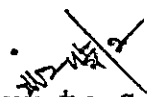
Sir,

I am directed to forward herewith for favour of opinion copy of a letter No.2529 dated 31st December 1934 together with its enclosures received from the Director of Sandalwood Oil Factory in regard to the supply of forms for use in the Department.

I have the honour to be,

Sir,

Your most obedient servant,

  
For Secretary to Government,  
Development Department.

Cfr

mk.

25R  
No. F. 3160

OFFICE OF THE SUPERINTENDENT,  
GOVERNMENT PRINTING IN MYSORE,

Bangalore, dated. 23rd.....February.....1935.

FROM

B. SRINIVASA IYENGAR, Esq., B.A.,  
SUPERINTENDENT, GOVERNMENT PRINTING,  
BANGALORE.

TO

M. Venkatanaranappa, Esq., B.A.,  
Secretary to Government, Development Department,  
B A N G A L O R E

SIR,

With reference to your letter No. O.5564/S.O.F. dated the 18th February 1935, forwarding for my opinion copies of letter No. 252 dated the 31st December 1934 together with its enclosures received - from the Director of Sandalwood Oil Factory, in regard to the supply of forms for use in the Department, I have the honour to request that a copy of your office letter No. G.5601/F. & H.21-34-38, dated - the 5th December 1934, addressed to the Director of Sandalwood Oil Factory in Mysore, Bangalore, may be kindly caused to be forwarded - to this office to enable me to furnish my opinion.

I have the honour to be,  
Sir,  
Your most obedient servant,

Superintendent.

R.C.



SUBJECT ..... 9

Section

File No.

Serial No.

Diary No. of letter replied to .....

No.

To

1620  
(L)

General and Revenue Secretariat

( )  
the 193 .

The Supdt

Govt printing

for

Date of issue

8/3/28

As desired in your letter No 3160 of 25.7

Signed by

H. N. H. Rao

I am directed to forward

herewith Copy of a G.O. No

5601 / pks 21-34-38 of 5.12.34

in regard to the Standardisation  
of forms required for Sandalwood  
oil Factory

List of enclosures .....

I have etc

Copied by .....

21/5/3

Examined by .....

for Secy to Govt  
ser s/p

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

General and Revenue Secretariat

No.

10  
Dated, Bangalore, 6th March 1935

From

The Secretary to the Government of His Highness the Maharaja of Mysore,  
Development Department.

To

The Superintendent,  
Government Printing,  
Bangalore.

Sir,

As desired in your letter No. 3160 dated 25th February 1935, I am directed to forward herewith copy of a Government Order No. 5601/P&S 21-34-38 dated 5th December 1934 in -- regard to the standardisation of forms required for Sandalwood Oil Factory.

I have the honour to be,  
Sir,  
Your most obedient servant,

45/3  
Secretary to Government,  
Development Department.

No. F. 3472

FROM

B. SRINIVASA IYENGAR, Esq., B.A.,

SUPERINTENDENT, GOVERNMENT PRINTING,

BANGALORE

TO

M. Venkatanaranappa, Esq., B. A.,

Secretary to Government, Development Department,

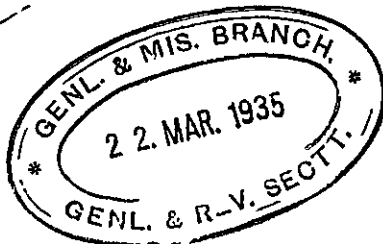
BANGALORE.

SIR,

With reference to correspondence ending with your letter No.D.6020/S.O.F. dated the 9th March 1935 calling for my opinion in regard to the printing and supply of the forms required for the use of the Sandalwood Oil Factory, from the Government Press, I have the honour to state that in Government Order No.M.3457-61/P & S. 52-21-1, dated the 10th February 1932, Government have ordered that in the case of concerns of a commercial nature under Government management, it is not obligatory to entrust the printing work to the Government Press and that in such cases the printing might be got done at private presses at the discretion of the Head of the Department or Office concerned. The majority of the forms sent by the Director of Sandalwood Oil Factory in Mysore, Bangalore, with his letter No.2529, dated the 31st December 1934, addressed to you were hitherto being got printed at Private Presses.

As it is now proposed to Standardise the forms of that Department, and get them printed at the Government Press, I beg to state that they may be ordered to be printed at the Government Press on condition that ~~the~~ the department pays for the forms printed and supplied to it as it has been doing in the case of forms which were hitherto being got printed at private Presses so that it may be on the same footing as the other factories and works of the Industries and Commerce Department which have been included under Paying Departments, under the Government Order No.G.6367-89/P & S.

P. T. O.



OFFICE OF THE SUPERINTENDENT,  
GOVERNMENT PRINTING IN MYSORE,

Bangalore, dated 18th March 1935.

REV. SECRETARY  
10 APR 1935  
DEVELOPMENT BRANCH

12  
P.S. 65-23-3, dated the 14th February 1935.

Government have <sup>been</sup> pleased to order the free supply of Stationery Articles to the Sandalwood Oil Factory in their Order No.G.4972/P & S. 4-32-13, dated the 19th January 1933. It does not appear to be necessary to extend the concession to the supply of forms also.

The sample forms received with your letter No.D.5564, dated the 18th February 1935 are retransmitted<sup>\*</sup> herewith.

Not received  
21/3/35

D.G.R.

I have the honour to be,  
Sir,  
Your most obedient servant,

*R. Srinivasan*  
Superintendent.

*24* 1873

SUBJECT .....

Diary No. of letter replied to .....

Section S.O. 7.

File No. 85-34

Serial No. 4

General and Revenue Secretariat

( )  
the 193 .

Date of issue ..... 29/5/1935

Signed by

*[Signature]*

May this be—

- (i) printed ?
- (ii) treated as a standing order ?
- (iii) published in the Gazette, English Part ?
- (iv) translated ?
- (v) placed at the disposal of the press ?
- (vi) published in the Gazette, Kannada Part ?

Noting that accord to S.O. 122  
 question, leave it is not obligatory  
 of Comm. Concerns to entrust their  
 printing work to the Govt. Press.  
 \* That the forms in question  
 were being printed at private  
 presses hitherto, but that as it  
 is now proposed to standardize the  
 forms of the S.O. 7 and to get them  
 printed at the Govt. press it may  
 be done provided the Department  
 pays for the forms printed & supplied to them.  
 as in the case of the other identical concerns of the I.C. Dept. which have been  
 included under the category of printing etc.

Proceedings of the Government of  
 His Highness the Maharaja of Mysore.

2.0.34 3457-61 S.O. 52-21-19  
 10.2.22 authorizing commercial  
 concerns to entrust printing  
 work to private presses.  
 Letter no. 2529 dated

Read

31st Dec: 1934 from Mr

Dr. S.O. submitting a list  
 of printed forms reqd.

for use in the S.O. 7. and

soliciting orders of Govt.

to have the forms -

Order thereon - No

printed in the Govt. Press

Letter no. F-34728 18th

March 1935 from Mr

Imp. Govt. Printing Press

requesting his opinion on

the recommendation of

Mr. Dr. S.O. in his letter

of 31.12.34 read above.  
 The I.C. Dept. which have been  
 included under the category of printing etc.

Order 7688-70 2/15/22

~~Govt. are pleased to  
authorize the Dept. of  
Printing to print and  
supply the forms reqd. by  
the S. O. F., and to  
renew the contract  
from the~~

~~In view of the fact that the  
S. O. F. is now 1922~~

Govt. are pleased to approve of  
the proposal of the  
Govt. Press.

The G.O. of 10th Feb. 1922  
read above will be modified  
to this extent.

Dec 21/5

To the Dept. of Printing  
in the  
of the  
of the  
of the

List of Enclosure

Copied by

Examined by

15

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS  
THE MAHARAJA OF MYSORE.

---

READ:-

Government Order No. 3457-61/P. & S. 52-21-1 dated 10th February 1922 authorising commercial concerns to entrust printing work to private presses.

2. Letter No. 2529 dated 31st December 1934 from the Director, Sandal Oil Factory, submitting a list of printed forms &c. required for use in the Sandal Oil Factory and soliciting order of Government to have the forms printed in the Government Press

3. Letter No. F. 3472 dated 1st 18th March 1935 from the Superintendent, Government Printing, stating that according to Government Order quoted above it is not obligatory for commercial concerns under Government management to entrust their printing work to the Government Press, that the forms of the Sandal Oil Factory in question were being printed at private presses hitherto, but that as it is now proposed to standardise the forms of the Sandal Oil Factory and to get them printed at the Government Press, it may be done provided the Department pays for the forms printed and supplied as in the case of the other Industrial concerns of the Department of Industries and Commerce, which have been included under the category of paying departments.

---:0:---

Order No.

*7688-90/807 85-74-4*  
*28.5*

Dated, Bangalore, 27th May 1935.

Government are pleased to approve of the proposals of the Superintendent, Government Press.

*N. M. Narasimha*

To

For Secretary to Government,  
Development Department.

The Superintendent, Government Printing.  
The Director of Sandal Factory in Mysore.  
The Comptroller to Government.